

# Mansfield Autism Statewide Services

## Emergency Management Policy and Procedure

EC1	Emergency and Critical Incidents	Emergency Management Policy and Procedures
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<b>What this policy aims to do</b>	Ensure the safety of all persons involved in an any emergency that may arise in the course of delivery of MASS services.
<b>Who this policy applies to</b>	Every employee, volunteer and contractor working for MASS.
<b>Who is responsible for carrying out this policy</b>	CEO or responsible managers are primarily responsible for implementing this policy but all service delivery staff also need to be familiar with it and know their responsibilities.
<b>What words used in this policy mean</b>	<p>An 'emergency' is a serious, unexpected, and often dangerous situation requiring immediate action.</p> <p><i>'Relocation'</i> is the planned movement of clients and an appropriate number of staff from a service or facility to alternative accommodation with a similar type of care available.</p> <p><i>'Shelter in place'</i> is to remain on site within an existing facility or home during an emergency.</p> <p><i>'Shelter indoors'</i> is to remain inside a building and limit the exposure to unhealthy conditions in the air outside such as gas leaks, smoke or other contaminants.</p> <p><i>'Evacuation'</i> is the act of getting everyone out of a place, in this context to get them away from danger and to a place of safety.</p>
<b>Legislation this policy is based on</b>	NDIS Practice Standards Nov 2021
<b>Other relevant policies</b>	'Relocation' is the planned movement of clients and an appropriate number of staff from a service or facility to alternative accommodation with a similar type of care available.

Version	Date	Author/Editor	Approved by	Notes
1.0	26/8/2016	Peter Lane		
1.1	31/5/2018	D Stephenson		Update format
1.2	9/4/2019	D Stephenson		Content update

1.3	17/09/2021	T de Vries, P Valente	S. Reeves	Align with EMP, update Director to CEO
1.4	24/05/2023	R Kirley	S Reeves	New template, annual review
1.5	22/02/2024	R Kirley, T de Vries	S Reeves	Re-categorise, incorporate pandemic influenza management plan and other related documents

# EMERGENCY MANAGEMENT POLICY

## Emergency Management Policy

This policy supports the emergency preparedness and response arrangements for the provision of facility-based, community based and home-based services provided by Mansfield Autism Statewide Services (MASS).

MASS will:

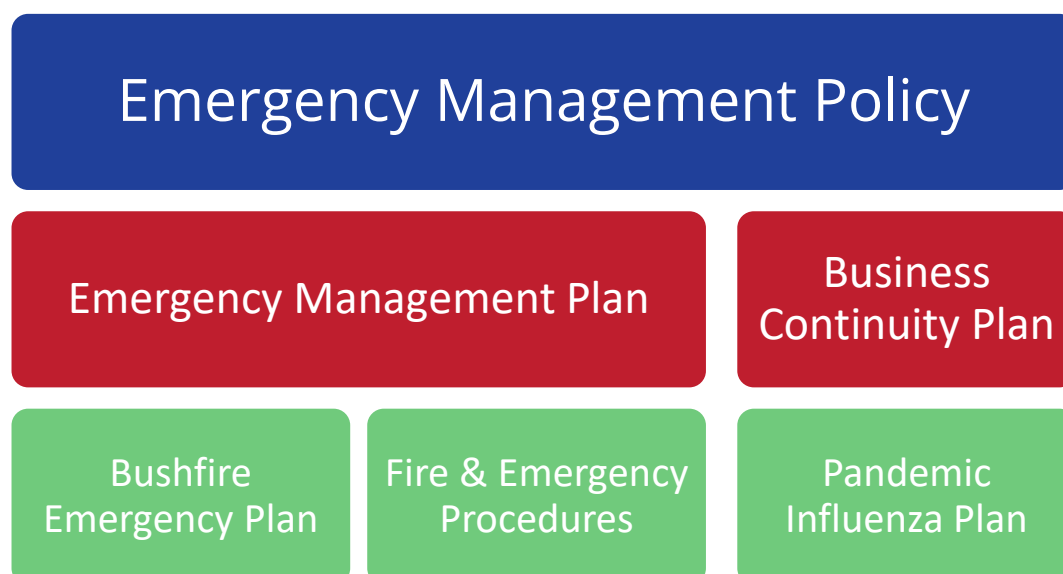
- Ensure that staff, clients, and the MASS community have a clear understanding of the Emergency Management Plan and its procedures.
- Ensure that staff, clients and the MASS community are trained so that they know what they are required to do during an emergency.
- Test emergency arrangements at regular intervals to ensure that procedures work, and everyone learns emergency protocols.

Types of emergencies that may impact on MASS include:

- Bushfires, grassfires, and structural fires.
- Storms, floods, and other extreme weather.
- Extreme heat and heatwaves.
- Explosions and accidents.
- Epidemics, pandemics or contamination of food or water supply.
- Disruption to essential services such as electricity, gas and telecommunications network.
- Aggressive/threatening people.
- Venomous snakes and insects, aggressive animals.
- Medical such as thunderstorm asthma.

This policy and the supporting documents are intended to assist with planning and response to all emergencies.

### Key documents



# EMERGENCY MANAGEMENT POLICY

## Emergency Management Plan

MASS has an Emergency Management Plan (EMP) that contains a risk assessment addressing hazards and potential threats to MASS facilities, covering the four components of preparedness, prevention, response, and recovery. The MASS Emergency Management Plan can be found at this link: [EC1 Emergency Management](#).

The Emergency Management Plan:

- Identifies hazards that could impact services that include building fires, bushfires, smoke, medical emergencies, power outages, heatwaves and floods.
- Is prepared with active input from local emergency service agencies and local government.
- Aligns to broader community emergency planning, such as relevant local government plans.
- Describes actions to take before, during and after an emergency to ensure the ongoing safety of staff, clients, and others.
- States how the continuity of supports critical to the health, safety and wellbeing of clients will be managed.
- Covers all circumstances when MASS is responsible for client safety, such as excursions, to ensure staff and client safety and that clients are supervised at all times.

## Business Continuity Plan

The Business Continuity Plan covers every aspect of the business that could be affected and provides the framework to ensure the business survives and recovers from a major disruption.

MASS will ensure it prioritises the continuity of supports critical to the health, safety and wellbeing of clients as a result of non-major incidents (NDIS Practice Standards Nov 2021).

Any incident of a major nature will trigger referral and adherence to the Emergency Management Plan.

The MASS Business Continuity Plan can be found at this link: [EC1 Emergency Management](#).

## Bushfire Emergency Plan

Services located in Victorian Fire Risk Register - Bushfire extreme risk areas or areas assessed as being at high bushfire risk are required to:

- Have an on-site fire risk assessment (as part of the site hazard assessment).
- Undertake site preparation and building maintenance work as identified through the on-site assessment.
- Develop a bushfire survival plan that includes relocation for a Code Red day. In addition to relocation, facility-based respite services should also plan for cessation of services for a Code Red day.

# EMERGENCY MANAGEMENT POLICY

- Ensure staff are trained to enact the relocation plan.
- Enact the relocation plan when a Code Red day is declared for their weather district.

The MASS Bushfire Emergency Management Plan can be found at this link: [EC1 Emergency Management](#).

To support effective emergency planning, particularly in the case of bushfire emergencies, MASS will:

- Provide local government with a copy of the MASS Emergency Management Plan to assist overall coordination and integration with local emergency arrangements.
- Ensure that staff, clients and parents/guardians are informed of and understand MASS arrangements in advance of any bushfire emergency.

All premises used by MASS for service delivery or as a place where staff gather will have evacuation plans clearly displayed with appropriate exit lighting and exit signs as per regulatory requirements.

Regular emergency evacuation drills are conducted with clients and staff. Drills occur at least once per quarter at each service outlet and should include mock scenarios such as responding to a domestic fire or bush fire, or medical emergency.

## **Fire and Emergency Procedures Manual**

This Fire and Emergency Procedures Manual accompanies the MASS Emergency Management Plan. It is acknowledged that it is impossible to plan and prepare for every possible incident or emergency. This document aims to support the training, skills and common sense of staff members as they respond to unforeseen situations.

Access the Fire & Emergency Procedures Manual at this link: [EC1 Emergency Management](#).

## **Pandemic Influenza Management Plan**

The Pandemic Influenza Management Plan outlines MASS's response, key strategies and resources for preparing for and responding to an influenza pandemic. The Plan is relevant to all MASS services including residential care, respite, in home practitioner services, office, schools, outreach and adult program.

MASS will work with all State and Federal Government advice during a pandemic, and with all government departments that we are linked to, including Independent Schools Victoria, Department of Families, Fairness and Housing and the National Disability Insurance Agency.

Access the Pandemic Influenza Management plan at this link: [EC1 Emergency Management](#).

